

**Phoenix Program  
Process Definition – Purchasing Module**

Process	<b><i>Request For Quote - Cancel RFQ and Rebid</i></b>
Process Number	<b><i>PO - 019</i></b>

***Description of Process***

This process is used when it is necessary to cancel a bid and re-initiate the bid process.

***Input to Process***

Original RFQ

***Output of Process***

New RFQ

***Service Level Agreement Required? (if yes, provide a brief description)***

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***PeopleSoft Panel Groups being Used***

Function	Panel Group
RFQ Processing	Request Quote

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
Step 1: Buyer determines that agency requirement should be re-bid.	Buyer
Step 2: Navigates to Manage Request for Quotes Menu (Go, Administer Procurement , Manage Request for Quotes)	"
Step 3: Navigates to Request Quote Panel (Use, Request Quote, Header, Update/Display) Enters or selects the original RFQ number.	"
Step 4: Changes RFQ status to "Canceled" and saves the RFQ.	"
Step 5: Exits the canceled RFQ and again navigates to the Request Quote Panel in an Add mode (Use, Request Quote, Header, Add).	"
Step 6: Clicks the "Copy" icon on the "Header" panel, selects "Request for Quotes" in the "Copy From" field, clicks OK and selects the cancelled RFQ number and clicks OK again. This copies the original RFQ to a new RFQ.	"
Step 7: Updates "Reference" field with original RFQ number, keys new "Bid Rtn Loc" and bid date, etc. and saves document. This will generate a new bid number.	"
Step 8: From this point on, see standard RFQ processing (PO – 015 or PO- 017).	"

### ***Forms Used with Process (#)***

\*\*Attach sample form(s)

### ***Process Flow Diagram (if appropriate):***

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### Process Signoff

Tested By  
Date Tested